

CITY OF BURBANK

WORKERS' COMPENSATION COORDINATOR

DEFINITION

Under direction, to perform a variety of professional assignments in connection with the administration of the City's Workers' Compensation Program; and to do related work as required.

ESSENTIAL FUNCTIONS

Reviews injury reports, determines compensability, and establishes necessary reserves to cover anticipated compensation and medical costs; reviews reserves to verify their adequacy; monitors injured employees' recovery progress and response to treatment to achieve medically approved return to work on limited or full duty status; works with rehabilitation specialists on permanent disability cases; makes appropriate changes in benefit delivery due to statutory requirements; makes recommendations on disability retirement cases; monitors the citywide light duty program; coordinates the City's internal rehabilitation program; processes benefit payment documents; assists in developing strategies for the resolution of assigned cases; assists with litigated cases; advises employees on benefits; consults with physicians and attorneys as necessary; supervises, trains, and evaluates employees.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - workers' compensation law, claims management, and disability rating systems; medical terminology.
- Ability to - understand medical terminology; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of college and one year of experience in workers' compensation claims management. NOTE: Experience may be substituted for the required education on a year-for-year basis.

License & Certificates: Applicants must possess and maintain the appropriate Workers' Compensation certification as required by the State of California at time of appointment.

SUPPLEMENTAL INFORMATION

A valid California Class "C" Driver's License or equivalent may be required at time of appointment.